

CMICC

Interoperable Communications Project

Phase I: Needs Assessment

STATUS REPORT for the period:

September 12, 2005
Through
September 26, 2005

PREPARED BY: Northrop Grumman

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SECTION 1 – OVERALL PROJECT STATUS

Introduction

The scope of the first Phase of the project, is (from the Statement of Work): "...a broad Needs Assessment of the six member counties of CMICC, a Gap Analysis to determine the gap between where consortium members are today, where they desire and where they need to be, as determined by the Needs Assessment. The project will produce a high-level schedule and workplan, to fill that gap, and a high-level cost to implement it."

Project participants include:

Name	Representing	Project Role
Cindy Mullaney	Pondera County DES	Project Director, Pondera County Representative
Dick Van Auken	Teton County	Teton County Representative
Vince Kolar	Cascade County DES	Cascade County Representative
Linda Williams	Chouteau County	Chouteau County Representative
TBD	Judith Basin DES	Judith Basin County Representative
Karen Marks	Fergus County DES	Fergus County Representative
Sue Demontiney	Chippewa Cree Tribe	Chippewa Cree Representative
Tom Olsen	Northrop Grumman	Project Manager

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Current Overall Project Status

The consortium board meeting was held in Great Falls on September 19th. The meeting involved an update on the goals and results of the technical committee meeting which led into a discussion on implementation strategy. The board reviewed a preliminary strategy that is being reviewed by the Project Directors group. There was unanimous agreement that the strategy was sound and the group recommended that the CMICC move forward with that strategy. Detailed meeting notes are available.

Follow up meetings with each of the counties and Chippewa Cree will be scheduled for the week of October 11-14. As time is a factor, meetings will be attempted to be scheduled such that Judith Basin and Fergus Counties meet together in Lewistown, Cascade, Chouteau and Chippewa Cree meeting in Great Falls and that Pondera and Teton County meet together in a place yet to be determined. The meetings will be an opportunity to present preliminary findings and preliminary design considerations to the stakeholders in each area. Exact times and dates yet to be determined.

Questionnaires and site surveys are still coming in from many of the organizations in the consortium. Information that is coming will still be accepted, but is critical that all information be in by the first week of October. Following that point it will be difficult to include certain aspects of the information.

Review of surrounding consortium projects is in progress. The focus will be on the Northern Tier at first as that project will have high impact on northern counties as well as the Chippewa Cree in CMICC.

The project is currently on time and on budget.

Activities Accomplished as Planned

- ◆ Set dates for review of county/agency results. We will try to coordinate such that two counties can meet together. For instance, Teton and Pondera together, Fergus and Judith Basin together, etc.
- ◆ Set a date for review of the draft deliverable at the consortium level for October 20th
- ◆ Questionnaires are coming in from many agencies
- ◆ Continued gathering of site survey data for each site in each county
- ◆ Review of the surrounding consortium projects particularly Northern Tier, is in progress.

Activities NOT Accomplished as Planned

- ◆ None at this time.

Activities Planned for Next Period

- ◆ Hold the next Technical Advisory Committee meeting on October 4th in Great Falls

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- ◆ Coordinate with Northern Tier, Tri-County, South Central and Big Sky 11 consortiums regarding sites that will overlap with CMICC
- ◆ Continue gathering agency questionnaires
- ◆ Continue gathering site survey data for each site in each county

Project Issues

None at this time.

Project Risks

None at this time.

County-By-County Overall Status

Pondera			
Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	July 11, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	July 18, 2005
Compile and return County Stakeholders List	Complete	Cindy Mullaney	July 18, 2005
Distribute Questionnaires	Complete	Cindy Mullaney	July 1, 2005
Fill out and return Questionnaires	Complete	Cindy Mullaney	August 26, 2005
Fill out and return Site Survey(s)	In progress	Cindy Mullaney	
Letters of Support	In progress	Cindy Mullaney	

Teton			
Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 25, 2005
Compile and return County Stakeholders List	Complete	Dick Van Auken	
Distribute Questionnaires	Complete	Dick Van Auken	July 1, 2005

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Fill out and return Questionnaires	Complete	Dick Van Auken	
Fill out and return Site Survey(s)	Complete	Dick Van Auken	
Letters of Support		Dick Van Auken	

Cascade

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 9, 2005
Compile and return County Stakeholders List		Vince Kolar	
Distribute Questionnaires	Complete	Vince Kolar	July 1, 2005
Fill out and return Questionnaires	In Progress	Vince Kolar	August 23, 2005
Fill out and return Site Survey(s)		Vince Kolar	
Letters of Support		Vince Kolar	

Chouteau

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 12, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 24, 2005
Compile and return County Stakeholders List		Linda Williams	
Distribute Questionnaires	Complete	Linda Williams	July 1, 2005
Fill out and return Questionnaires	Complete	Linda Williams	August 24, 2005
Fill out and return Site Survey(s)	Complete	Linda Williams	August 24, 2005
Letters of Support		Linda Williams	

Judith Basin

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 3, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Compile and return County		??	

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Stakeholders List			
Distribute Questionnaires	Complete	Charlie Kolar	July 1, 2005
Fill out and return Questionnaires	Complete	Charlie Kolar	August 18, 2005
Fill out and return Site Survey(s)		??	
Letters of Support		??	

Fergus

Task	Status	Owner	Due
Schedule County Needs Assessment Meeting	Complete	Tom Olsen	August 10, 2005
Hold County Needs Assessment Meeting	Complete	Tom Olsen	August 16, 2005
Compile and return County Stakeholders List		Karen Marks	
Distribute Questionnaires	Complete	Karen Marks	July 1, 2005
Fill out and return Questionnaires	Complete	Karen Marks	September 9, 2005
Fill out and return Site Survey(s)		Karen Marks	
Letters of Support		Karen Marks	

SECTION 2 – STATUS OF MILESTONES AND DELIVERABLES

As the project progresses, more milestones will be added, with completion dates.

Milestones	Planned Finish Date	Revised Finish Date	Actual Finish Date	Status	Comments
Project Kickoff	July 8, 2005		July 8, 2005	C	
Completion of County Stakeholder Meetings	Aug. 26, 2005		Aug. 25, 2005	C	
Completion of Site Surveys	Aug. 31, 2005	Sept. 19, 2005		IP	
Compilation of Questionnaire, Survey, and etc. material for deliverable	Aug. 31, 2005	Sept. 19, 2005		IP	
First Draft of Deliverable	Oct. 3, 2005				This date will be revised. Date TBD

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Final Deliverable Due	Oct. 31, 2005				
Project Sign-off	Oct. 31, 2005				
IP = IN PROGRESS C = COMPLETED / ACCEPTED					

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SECTION 3 - FINANCIAL STATUS

Invoice Activity & Financial Summary

Invoice Date	Invoice Amount
July 29, 2005	\$7590.38
August 24, 2005	\$17,550.00

SECTION 4 - PROJECT STAFFING

As of the end of the reporting period, the following staff are (or have been) assigned to the project for some level of effort:

Tom Olsen – Project Manager

Mark Adams – assigned to the project as a consultant. He will be used by the Project Manager as necessary for consultation.

SECTION 5 – CUSTOMER RESPONSIBILITIES

- ◆ Control Scope – In each project or work order that Northrop Grumman undertakes, it is critical that the scope of expectations from our customers be clear and unchanging. If the scope does need to change, documentation to support this and clarify it is required. The Decision/Information Request (DIR) and Project Change Request (PCR) documents and processes will be used to control and document change.
- ◆ Respond to Project Control Documents in a Timely Manner - It is critical that Issues, DIRs and PCRs be responded to in a timely manner by our customer. Untimely responses may impact the ability to complete important project tasks.

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- ◆ Make Policy Decisions – The CMICC will provide detailed and accurate policy decisions in order to allow the timely progress of system design and development.
- ◆ Review Deliverables – It is the responsibility of the clients to thoroughly review all project deliverables. Since the client is the one who ultimately knows and understands the business requirements better than anyone else, the responsibility of making sure all business requirements are met largely falls on their shoulders. Careful and thorough review of all project deliverables will help ensure the success of the project.
- ◆ Coordinate County-Level Contacts And Information Gathering – The County Representatives of the CMICC are responsible for coordinating the contacting of project stakeholders at the county level and information gathering from those stakeholders.